



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
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Laura Hutzell
Statistical Research Director

MEMORANDUM

DATE: December 11, 2013

TO: Circuit and Probate Court Judges
cc: Circuit and Probate Court Administrators
Family Division Administrators
Probate and Juvenile Registers
Circuit Court Clerks
Case Management System Providers
Circuit Court User Maintenance Designees
Charlie Mercer, JIS Systems Manager

FROM: Laura Hutzell

RE: Permanency Indicators Report (PIR) – Authorized Users

In January 2014, circuit courts will submit the 2013 Permanency Indicators Report (PIR) through the Michigan Court Application Portal (MCAP). At this time, your court can establish authorized users who will have access to enter and verify the PIR. The person who is designated in User Maintenance for the circuit court should follow these general steps to establish new users:

1. Login to MCAP at www.courts.mi.gov/mcap.
2. Select User Maintenance from the drop-down menu and click Go.
3. Click New Request.
4. Select the circuit court from the drop-down menu.
5. Select the employee or click New Employee.
6. Click the radio button to Add or Remove Access and click Continue.
7. If you clicked New Employee, provide the person's name, title, and contact information, then click Continue.
8. In the list of applications, find the PIR application. Check the box or boxes next to the appropriate county or counties.
9. Click Finish.

The new authorized user will receive an e-mail message from this office when access has been granted. The PIR application will be available to authorized users no later than January 2, 2014.

If you have any questions, please contact Kimberly Tody, Data Projects Coordinator, by e-mail at todyk@courts.mi.gov or by phone at 517-373-5538.